



A Submission Cover Page must be included with every set of forms submitted to the Corporate Registry.

**FOR PROPER PROCESSING, PLEASE ENSURE ALL PAGES OF THIS FORM ARE SUBMITTED.  
FORMS WITH MISSING PAGES WILL BE RETURNED.**

## Fees

**Submission Fee:** (go to [www.isc.ca/fees](http://www.isc.ca/fees) for the current fee information) \$ \_\_\_\_\_

**Priority Service:**

Check box for \$500.00 optional additional fee \$ \_\_\_\_\_

Priority submissions will receive immediate attention and will be reviewed within one business day after being received, where possible. If you are submitting multiple forms for a single entity, only one priority service fee is required. Check **Priority Service** box on each submission cover page.

**TOTAL FEES:** \$ \_\_\_\_\_

Submissions will be returned if sufficient funds are not available at the time of processing.

## Payment Methods

ISC offers the following methods of payment:

- Cheque or money order payable to *Information Services Corporation*
- On ISC account – ISC Account Number: \_\_\_\_\_

To pay by credit card, call the Customer Support Team at 1-866-275-4721 to provide payment information and you must include the ISC Account Number provided on the line above.

**DO NOT** include your credit card information anywhere on these forms.

## Paper Forms Submission Methods

The received date for the submission is the date the forms are received at ISC.

**Mail:** Corporate Registry                      **Fax:** (306) 787-8999  
1301 – 1st Avenue,  
Regina, SK S4R 8H2

## Customer Reference Number (optional)

- Your Reference Number: \_\_\_\_\_

Did you know...most submissions are automatically registered when filed online at [corporateregistry.isc.ca](http://corporateregistry.isc.ca)  
This includes Annual Returns, Annual Returns and Financial Statements, Business Name Renewals and most associated notice update submissions.

Visit our website or contact our Customer Support Team for more information:

[www.isc.ca](http://www.isc.ca)

1-866-275-4721

[corporateregistry@isc.ca](mailto:corporateregistry@isc.ca)



**1 NEW ENTITY NAME TYPE DETAILS**

► Select *only one (1)* of the two options below, and complete the associated fields:

1. <input type="checkbox"/> <b>Reserved Name</b> ►	<b>Name Reservation Number:</b>	<b>Reserved Entity Name:</b>
	<b>Name Conditions: (If applicable)</b> 💡 <i>If conditions were applied in the name reservation, signed name conditions forms must be enclosed with this form.</i>	
2. <input type="checkbox"/> <b>Numbered Name</b> ►	<b>Legal Ending:</b> <i>Select only one (1)</i> <input type="checkbox"/> Ltd. <input type="checkbox"/> Limited <input type="checkbox"/> Inc. <input type="checkbox"/> Incorporated <input type="checkbox"/> Corp. <input type="checkbox"/> Corporation	
	<b>Nature of Business: (Be specific)</b> 💡 <i>The nature of business is coded in accordance with the North American Industry Classification System (NAICS), the list can be found at <a href="http://www.isc.ca/NAICS">www.isc.ca/NAICS</a>. Multiple NAICS codes can be provided. If a NAICS code(s) is not provided, we will select codes that best match the nature of business description provided.</i>	

**2 INCORPORATION DATE**

Unless a future date is specified below, the date the properly completed forms and required fees are received will be considered the incorporation date.

**Incorporation Date:** \_\_\_\_\_ *(Enter date in day/month/year format)*

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▼ Section Below Intentionally Left Blank - For Office Use Only ▼

**IMPORTANT: FOR PROPER PROCESSING, PLEASE ENSURE ALL PAGES OF THIS FORM ARE SUBMITTED. FORMS WITH MISSING PAGES WILL BE RETURNED.**



**3 SHARE CLASS INFORMATION**

If you have more than ten (10) share classes, please photocopy this page, list share class information for each additional class, and attach to this form.

Name of Share Class	Maximum Number of Shares (Specify number or Unlimited)	Voting Rights (A selection is Required)
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Select <i>only one</i> : { <input type="checkbox"/> _____ <input type="checkbox"/> Unlimited	<input type="checkbox"/> Yes <input type="checkbox"/> No

**4 AUTHORIZED NUMBER OF DIRECTORS**

▶ Select *only one* (1)  Minimum # of Directors: \_\_\_\_\_  
Maximum # of Directors: \_\_\_\_\_

◀ OR ▶

Fixed # of Directors: \_\_\_\_\_

**5 RESTRICTIONS ON SHARE TRANSFERS**

▶ Select *only one* (1)  None  Restrictions provided in articles document

**6 RESTRICTIONS ON BUSINESS**

▶ Select *only one* (1)  None  Restrictions provided in articles document

**7 OTHER PROVISIONS**

▶ Select *only one* (1)  None  Provisions provided in articles document



**8 ARTICLES DOCUMENT**

If there is more than one share class or if there are any restrictions on share transfers, restrictions on business or other provisions, a document containing the full articles of incorporation must be enclosed.

► **The Articles of Incorporation must include:**

- The name of the entity.
- Share class information, including the rights, privileges, restrictions and conditions attached to each share class.
- The authorized number of directors.
- Restrictions on share transfers (if there are no restrictions, that must be stated in the articles).
- Restrictions on business (if there are no restrictions, that must be stated in the articles).
- Other provisions (if there are no other provisions, that must be stated in the articles).

**9 REGISTERED OFFICE ADDRESSES**

**Instructions:**

- The physical address of the registered office must be in Saskatchewan.
- The physical address cannot be a post office box.
- Rural locations must use legal land descriptions, including RM names and numbers or civic addresses.

Registered Office <b>PHYSICAL ADDRESS</b>		Registered Office <b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
Address 1: ( <i>IMPORTANT: Physical Address cannot be a P.O. Box</i> )		Address 1:	
Address 2:		Address 2:	
Address 3:		Address 3:	
City / Town / RM:		City / Town:	
Province:		Province:	
Country:	Postal Code:	Country:	Postal Code:
Attention To: ( <i>Optional</i> )		Attention To: ( <i>Optional</i> )	
<b>IMPORTANT: If an email address is provided below, the Annual Return advance notice will be sent to this email address. If the email address field is left blank, the Annual Return advance notice will be sent by regular mail to the mailing address on file.</b>			
Email Address: ( <i>Optional</i> )			
Mailing Address Name: ( <i>Optional - if different from Entity name</i> )			



**10 DIRECTOR/OFFICER DETAILS**

**Instructions:**

- If there are more than three (3) directors or officers, please photocopy the next page before proceeding and attach to this form.
- If none of the directors or officers have a Saskatchewan address, a **Power of Attorney** form must be submitted along with this form.
- The physical address cannot be a post office box.
- Rural locations must use legal land descriptions, including RM names and numbers or civic addresses.

**► Director / Officer**

<b>First Name:</b>		<b>Role(s):</b> (Select all that apply)	
<b>Middle Name:</b> (Optional)		<input type="checkbox"/> Director <input type="checkbox"/> Officer - Office Held:	
<b>Last Name:</b>		_____ (ex: President, Secretary)	
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address [If checked, do <u>not</u> complete Mailing Address fields below]	
<b>Address 1:</b> (IMPORTANT: Physical Address <u>cannot</u> be a P.O. Box)		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> (Optional)			

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<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i> <input type="checkbox"/> Director <input type="checkbox"/> Officer - Office Held:  _____ (ex: President, Secretary)	
<b>Middle Name:</b> <i>(Optional)</i>			
<b>Last Name:</b>			
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

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<b>► Director / Officer</b>			
<b>First Name:</b>		<b>Role(s):</b> <i>(Select all that apply)</i> <input type="checkbox"/> Director <input type="checkbox"/> Officer - Office Held:  _____ (ex: President, Secretary)	
<b>Middle Name:</b> <i>(Optional)</i>			
<b>Last Name:</b>			
<b>PHYSICAL ADDRESS</b>		<b>MAILING ADDRESS</b>	
► <input type="checkbox"/> Check if mail cannot be delivered to this Physical Address		► <input type="checkbox"/> Check if same as Physical Address <i>[If checked, do <u>not</u> complete Mailing Address fields below]</i>	
<b>Address 1:</b> <i>(IMPORTANT: Physical Address cannot be a P.O. Box)</i>		<b>Address 1:</b>	
<b>Address 2:</b>		<b>Address 2:</b>	
<b>Address 3:</b>		<b>Address 3:</b>	
<b>City / Town / RM:</b>		<b>City / Town:</b>	
<b>Province:</b>		<b>Province:</b>	
<b>Country:</b>	<b>Postal Code:</b>	<b>Country:</b>	<b>Postal Code:</b>
<b>Email Address:</b> <i>(Optional)</i>			

<b>11 INCORPORATOR INFORMATION</b>			
► <i>Select only one (1) option below, and provide incorporator mailing address.</i>			
<input type="checkbox"/> <b>Individual</b> ► • a natural person		<b>First Name:</b>	<b>Last Name:</b>
<input type="checkbox"/> <b>Body Corporate</b> • a company or other body corporate has been authorized to file these documents <i>(Cannot list the name of this newly formed corporation)</i>			
<b>Entity Number:</b> <i>(if registered in Saskatchewan)</i>		<b>Entity Name:</b>	
<b>Address 1:</b>			
<b>Address 2:</b>			
<b>Address 3:</b>			
<b>City/Town:</b>		<b>Province:</b>	
<b>Country:</b>		<b>Postal Code:</b>	



**12 SUBMITTER INFORMATION, AUTHORIZATION, AND NOTIFICATION PREFERENCE**

**Submitter Information** (Submitter must be an individual)

*\*Indicates mandatory fields*

\*First Name:

\*Last Name:

\*Mailing Address:

Phone Number:

Fax Number:

Email Address:

► **Select *only* one (1) option:**

- I am the incorporator and I certify that the information in this submission is true.
- I certify that I am authorized to file these documents with the Registrar of Corporations and that the information in this submission is true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Preferred Notification Method for the Submission Correspondence/Certificate**

The Registry will communicate with the Submitter regarding this submission using the method selected below and the Submitter's information provided on this form. However, if an ISC Account Number is provided on the submission cover page, communication will be sent to the address information associated with that ISC Account Number.

► **Select *only* one (1):**

*Note: If the preferred notification method is not indicated or incomplete, the default method will be mail.*

- Email     Mail     Fax
- Corporate Registry online customer portal (ISC Account Number must be provided on the submission cover page)